



CAREER OPPORTUNITY

POLICE DISPATCHER II (Lateral)

Salary: \$3,561 to \$4,330 per month

Applications accepted on a continuous basis.

Position Summary: Performs a variety of functions involved in receiving, evaluating, prioritizing and relaying calls for emergency and non-emergency public safety assistance; dispatches appropriate units and coordinates response of emergency personnel; operates a variety of telecommunications equipment including radio, telephone and computer aided dispatch systems; and performs a wide variety of specialized clerical duties involved in the preparation, maintenance, and release of materials related to law enforcement activities.

Minimum Qualifications: Applications will be screened to determine if they meet the minimum qualifications for the position. Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in communications, public safety dispatch or a related field. **Experience:** Two years experience in a law enforcement agency as an emergency call taker AND radio operator (must be law enforcement dispatching). Experience in operation of a computer aided dispatch system (CAD) is desirable. **License and Certificate:** Possession of a typing certificate less than one year old (40 net words per minute). The typing certificate must include the name and address of the issuing institution and date of receipt. P.O.S.T. Basic Complaint/Dispatcher certificate required within one year of appointment.

Examination: Only those candidates whose qualifications best meet the needs of the City will be invited to participate in the examination process. The examination process will include a 1½-hour Critical test and an oral interview with LMPD staff. The Critical test may be waived for candidates accepted for lateral consideration. Eligible candidates will be notified when testing dates have been established. **Employment is contingent upon successful completion of a pre employment medical evaluation, psychological evaluation, and thorough background investigation (includes polygraph examination). The medical evaluation includes an alcohol/drug screen.**

Working Environment: May be unable to physically leave your workspace except during designated breaks. May be unable to eat at your workspace. May have to work for multiple supervisors. Must work under time pressure with high visibility and serious consequence of error, in crisis situation, tragedies, and emergencies. Must handle simultaneous incidents and work with frequent interruptions. Must be able to work in isolation, work late or early shifts, work long hours, and be able to sit for prolonged periods in confined workspace. Must be able to maintain strict confidentiality of information. May be required to perform custodial searches of females. Must be able to handle citizen contacts where subject is irrational, confused, hard to understand, screams at you, or directs obscene language at you. Must be able to handle calls where citizen (including children) is injured or in danger. Work 3 consecutive 12-hour days every week, plus one additional 8-hour day every other week (working 36 hours one week, 44 hours the next). Shifts currently run from 0400/1600 and 1600/0400 - subject to change per the needs of the Department. Shifts are for 3-month periods, and are chosen by seniority. This is a 7/24 emergency operation – most shift schedules include working all or part of weekends. Possible shift assignment may include vacation relief, which involves changing schedules weekly. May have to work any or all holidays (including Christmas, Thanksgiving, New Years, etc) depending on shift assignment. During on-the-job training, it is necessary to change shifts/days/hours in conjunction with your trainer. May be required to work over-time with short notice.

See Reverse for Additional Information



La Mesa is centrally located in San Diego County, 10 miles from area beaches and 25 miles from Mexico. We are ideally situated to provide convenient access to San Diego County's world-class entertainment and recreation options. Major freeways and public transportation are easily accessible. The City encompasses an area of 9.25 square miles and is home to a residential population of approximately 56,000. The primary and secondary school systems are excellent, and San Diego State University and Grossmont Community College are within a 10-mile radius.

To Apply: You must complete and return an original City of La Mesa employment application and resume. Unless specifically stated otherwise in this announcement, all requirements must be met at the time of application; and all required licenses and certificates must be current and attached to the required application materials. Applications are available in the City Hall lobby, on our website at www.cityoflamesa.com, or by calling (619) 667-1175. Application materials must be received by the application deadline. Application materials may be submitted at the front information counter in the City Hall lobby or mailed to the Human Resources Division.

EMPLOYEE BENEFITS – NON-SWORN MEMBERS OF THE POLICE OFFICERS' ASSOCIATION

- **RETIREMENT:** The City pays employee and employer contributions to the California Public Employees' Retirement System (CalPERS). The City's contract provides the 3% @ 60 formula, single highest year salary calculation and EPMC benefit. The City also participates in Social Security. Optional employee participation in Section 457 supplemental retirement plan.
- **HEALTH INSURANCE:** The City offers a cafeteria-style plan that provides a fixed dollar amount with which to purchase health and dental insurance. A pre-tax flexible spending account is also available for health and dependent care expenses. The City also participates in the State Disability Insurance (SDI) program. City-paid EAP program for employees and dependents.
- **LIFE INSURANCE:** The City provides a term life insurance policy equal to one times the employee's annual salary. Employees may purchase additional coverage at their own expense.
- **VACATION:** Employees earn 80 hours of paid vacation for 1-5 years of service; 120 hours for 6-10 years; 160 hours for 11+ years of employment.
- **HOLIDAYS:** Employees earn 112 hours of paid holiday leave per year.
- **SICK LEAVE:** Employees earn 96 hours of paid sick leave per year.
- **TUITION REIMBURSEMENT:** Tuition reimbursement up to \$1,000 per fiscal year for approved courses is available.
- **COMPUTER LOAN:** After one year of employment, employees are eligible to obtain an interest-free loan, up to \$2,500, to purchase a personal computer.
- **UNIFORM ALLOWANCE:** Certain positions receive \$500 or \$550 annually depending on classification.
- **PHYSICAL FITNESS INCENTIVE:** Optional participation in physical fitness testing program earns employees additional time off.

SPECIAL NOTES

- All statements made on applications are subject to investigation and verification. False statements may be cause for disqualification, removal from the eligible list, or discharge from employment.
- The City of La Mesa supports workplace diversity. Women, minorities and disabled persons are encouraged to apply. If you have a disability, which requires reasonable accommodation in order to participate in any portion of the process, please advise the City no less than five working days prior to the requested accommodation. Documentation of the need for accommodation may be required upon receipt of the request.
- The provisions of this announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice. This announcement contains summary information only. The complete job description may be obtained from the Human Resources Division.

CITY OF LA MESA POLICE DEPARTMENT BACKGROUND INVESTIGATION

DISQUALIFYING FACTORS

- ☐ Any felony conviction. Any conviction in any other state that would have been a felony if committed in California.
- ☐ Any felony charge where you were adjudged by a superior court to be mentally incompetent.
- ☐ Being found not guilty by reason of insanity for any felony.
- ☐ Being a mentally disordered sex offender
- ☐ Any sex acts perpetrated against the will of the other party
- ☐ Any sex acts in which you were an adult and the other party/parties were under the age of 14 years old.
- ☐ Lack of U.S. citizenship (or eligibility).
- ☐ No high school graduation or G.E.D.
- ☐ Being on probation or parole
- ☐ Being adjudged addicted to or in danger of becoming addicted to narcotics.
- ☐ Any DUI conviction within the past three years, regardless of disposition or diversion.
- ☐ More than one adult DUI conviction.
- ☐ Use of any hallucinogenic drug [LSD (acid), PCP (angel dust), psilocybin (mushrooms)].
- ☐ Use of marijuana within the past two years.
- ☐ Suicide attempts.
- ☐ Any misdemeanor conviction within the past two years.

POTENTIAL DISQUALIFYING FACTORS

- ☐ Any drug-related conviction, including a disposition involving diversion.
- ☐ Any adult conviction for a theft or theft related offense within the past five years, including any conviction that was disposed of through diversion.
- ☐ Use of any other drug, other than marijuana, within the past five years.
- ☐ A history of driver's license suspensions or revocations; lack of automobile insurance.
- ☐ Being at fault in three or more traffic collisions within the past five years.
- ☐ Any failures to appear on driving record(s).
- ☐ More than three moving violations in the past three years.
- ☐ Any sale of any drug or narcotic (including marijuana).
- ☐ Use of any injected steroid.
- ☐ Regular use of marijuana or any other illegal drug.
- ☐ Military discipline: Court martial/General or dishonorable discharge.
- ☐ Failing to keep assigned appointments
- ☐ Failure to submit all documentation in a complete, neat and timely fashion.
- ☐ Any false statement or any intentional omission of information, either on the employment application, the personal history statement, the pre-investigative questionnaire, or verbally to the oral board or background investigator.